1.0 THE SOCIETY

1.1 Preamble

1.1.1 The purpose of this Constitution is to leave, in the hands of the members, subject to the Act, as much of the control of the Society as possible.

1.1.2 The Society will conduct its business in accordance with the Associations Incorporation Act 1991 (as amended) and the Associations Incorporation Regulations.

1.1.3 This preamble, definitions and interpretations below form part of this Constitution.

1.2 Definitions

Member	A person who has satisfied the membership requirements of the Society under the Act.
The Society .	The Canberra Amiga Users Society Inc.
Amiga	The Commodore Amiga Computer System and its derivatives.
General Meeting	The regular gathering of the Society.
AGM	The meeting held in the month of April.
Office Bearer	A member elected to a position on the committee or a non-committee office bearer as defined in rule 5.0.
The Act	Associations Incorporation Act 1991 (as amended).
The Territory	The Australian Capital Territory.

1.3 Interpretations

1.3.1 Where the masculine is used the feminine is also implied and vice versa.

1.3.3 "Secretary" means the person or, where no such person holds that office, the Public Officer of the Society.

1.3.4 In these rules
(a) a reference to a function includes a reference to a power, authority and duty; and
(b) a reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.

2.0 AIMS OF THE SOCIETY

2.1 To promote the use of personal computers for educational, recreational and other uses as the Society determines.

2.2 To provide a forum for the exchange of ideas and information amongst members.

2.3 These aims are advanced by:
(a) general meetings held on an agreed basis;
(b) meetings of sub-committees of the Society;
(c) meetings of Special Interest Groups (SIG) of the Society;
(d) communication services such as newsletter, electronic media, or as decided by a General Meeting or committee.

3.0 MEMBERSHIP

3.1 Membership shall be open to any person with an interest in furthering the aims of the Society.

3.2 Membership is conditional on payment of the annual fees.

3.3 Membership entitlements

3.3.1 Membership entitles the member to the services provided by the Society, and the right to vote at General Meetings.

3.3.2 Subject to subrules 3.6.1 and 3.7.1, the immediate family of the registered member, residing at the same address, shall be entitled to the services of the Society, including membership of SIG's, but only the registered member shall have the right to vote.

3.3.3 Membership lasts 12 calendar months from the date of initial membership and falls due for renewal on the anniversary of that date.

3.3.4 There shall be a one month grace period for overdue subscriptions during which all membership rights remain active except the right to vote at meetings.

3.3.5 Membership fees are not refundable except for pro rata refunds in the event of the Society winding up.

3.4 Membership Qualifications

3.4.1 A person is qualified to be member if:
(a) the person is a person referred to in paragraph 21(2)(a) or (b) of the Act and has not ceased to be a member of the Society at any time after the incorporation of the Society under the Act; or
(b) the person has been nominated for membership in accordance with subrule 3.5.1.

3.5 Nomination for membership

3.5.1 A nomination of a person for membership of the Society:
(a) shall be made by a member of the Society in writing in the form set out in Appendix 1 to these rules; and
(b) shall be lodged with the Membership Secretary of the Society.

3.5.2(a) The Membership Secretary shall, on payment by the nominee of the membership fee(s), enter the nominee's name in the register of members and, upon the name being so entered, the nominee shall become a member of the Society upon ratification of the committee;
(b) The issuing of a membership identification card countersigned by the Membership Secretary shall be proof of membership.

3.6 Membership entitlements not transferable

3.6.1 A right, privilege or obligation which a person has by reason of being a member of the Society:
(a) is not capable of being transferred or transmitted to another person; and
(b) terminates upon cessation of the person's membership.

3.7 Cessation of membership

3.7.1 A person ceases to be a member of the Society if the person:
(a) dies;
(b) in the case of a body corporate, is wound up;
(c) resigns from membership of the Society;
(d) is expelled from the Society; or
(e) fails to renew membership of the Society.

3.8 Resignation of membership

3.8.1 A member is not entitled to resign from membership of the Society except in accordance with this rule.

3.8.2 A member who has paid all amounts payable by the member to the Society may resign from membership of the Society by first giving notice (being not less than 1 month or, if the committee has determined a shorter period, that shorter period) in writing to the membership secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.

3.8.3 Where a person ceases to be a member, the membership secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

3.9 Fees, subscriptions etc.

3.9.1 The entrance fee to the Society shall be an amount as determined by a General Meeting.

3.9.2 The annual membership fee/s to the Society shall be an amount as determined by a General Meeting.

3.10 Member's liabilities

3.10.1 The liability of a member to contribute towards the payment of debts and liabilities of the Society or the costs, charges and expenses of the winding up of the Society is limited to the amount, if unpaid by the member in respect of membership of the Society as required by rule 3.9.

3.11 Disciplining of members

3.11.1 Where the committee is of the opinion that a member:
(a) has persistently refused or neglected to comply with a provision of these rules; or
(b) has persistently and wilfully acted in a manner prejudicial to the interests of the Society,
the committee may, by resolution:
(c) expel the member from the Society; or
(d) suspend the member from such rights and privileges of membership of the Society as the committee may determine for a specified period.

3.11.2 A resolution of the committee under subrule 3.11.1 is of no effect unless the committee, at a meeting held not earlier than 14 days and not later than 28 days after service on the member of a notice under subrule 3.11.3, confirms the resolution in accordance with this rule.

3.11.3 Where the committee passes a resolution under subrule 3.11.1, the secretary shall, as soon as practicable, cause a notice in writing to be served on the member:
(a) setting out the resolution of the committee and the grounds on which it is based;
(b) stating that the member may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after service of the notice;
(c) stating the date, place and time of that meeting; and

(d) informing the member that the member may do either or both of the following:
(i) attend and speak at that meeting;
(ii) submit to the committee at or prior to the date of that meeting written representations relating to the resolution.

3.11.4 Subject to section 50 of the Act, at a meeting of the committee mentioned in rule 3.11, the committee shall:
(a) give to the member mentioned in subrule 3.11.1 an opportunity to make oral representations;
(b) give due consideration to any written representations submitted to the committee by that member at or prior to the meeting; and
(c) by resolution determine whether to confirm or to revoke the resolution of the committee made under rule 3.11.

3.11.5 Where a committee confirms a resolution under subrule 3.11.4(c), the secretary shall, within 7 days after that confirmation, by notice in writing inform the member of that confirmation and of the member's right of appeal under rule 3.12.

3.11.6 A resolution confirmed by the committee under subrule 3.11.4(c) does not take effect:
(a) until the expiration of the period within the member is entitled to appeal against the resolution where the member does not exercise the right of appeal within that period; or
(b) where within that period the member exercises the right of appeal, unless and until the Society confirms the resolution in accordance with subrule 3.12.4.

3.12 Right of appeal of disciplined member

3.12.1 A member may appeal to the Society in General Meeting against a resolution of the committee which is confirmed under subrule 3.11.4(c), within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

3.12.2 Upon receipt of a notice under subrule 3.12.1, the secretary shall notify the committee which shall convene a general meeting of the Society to be held within 21 days after the date on which the secretary received the notice or as soon as possible after that date.

3.12.3 Subject to section 50 of the Act, at a general meeting of the Society convened under subrule 3.12.2:
(a) no business other than the question of appeal shall be transacted;
(b) the committee and the member shall be given the opportunity to make representations in relation to the appeal orally or in writing, or both; and
(c) the members present shall vote by secret ballot on the question of whether the resolution made under subrule 3.11.4(c), that the resolution is confirmed.

3.12.4 If the meeting passes a special resolution in favour of the confirmation of the resolution made under subrule 3.11.4(c), that resolution is confirmed.

4.0 COMMITTEE, SUB-COMMITTEES AND SPECIAL INTEREST GROUPS

4.1 Powers of the committee

4.1.1 The committee, subject to the Act, the Regulations, these rules, and to any resolution passed by the Society in General Meeting:
(a) shall control and manage the affairs of the Society;
(b) may exercise all such functions as may be exercised by the Society other than those functions that are required under these rules to be exercised by the Society in General Meeting; and
(c) has the power to do all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Society.

4.2 Constitution and membership of the committee

4.2.1 The committee shall consist of:
(a) the office bearers of the Society; and
(b) 3 ordinary members of the Society;
each of whom shall be elected pursuant to rule 4.3 or appointed in accordance with subrule 4.2.4.

4.2.2 The office bearers of the Society shall be:
(a) the President;
(b) the Vice-President
(c) the Treasurer;
(d) the Secretary;
(e) the Membership Secretary; and
(f) the Editor.

4.2.3 Each member of the committee shall, subject to these rules, hold office until the conclusion of the AGM following the date of the member's election, but is eligible for re-election.

4.2.4 In the event of a vacancy in the membership of the committee, the committee may appoint a member of the Society to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the AGM following the date of the appointment.

4.3 Election of committee members

4.3.1 Nomination of candidates for election as office bearers of the Society or as ordinary committee members:
(a) shall be made by a member of the Society in writing in the form set out in Appendix 3 to these rules; and
(b) shall be delivered to the Secretary of the Society not less than 7 days prior to the date fixed for the AGM at which the election is to take place.

4.3.2 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be elected and further nominations shall be received at the AGM.

4.3.3 If insufficient further nominations are received, any vacant positions remaining on the committee shall be deemed to be vacancies.

4.3.4 If the number of nominations received is equal to the number of vacancies to be filled, the persons shall be taken to be elected.

4.3.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

4.3.6 The ballot for election of office bearers and ordinary committee members shall be completed in such a manner as the committee may direct.

4.4 Vacancies on committee

4.4.1 For the purposes of these rules, a vacancy in the office of a member of the committee occurs if a member:
(a) dies;
(b) ceases to be member of the Society;
(c) resigns from office;
(d) is removed from office pursuant to rule 3.11;
(e) becomes an insolvent under administration within the meaning of Corporation Law;
(f) suffers from mental incapacity;
(g) is disqualified from office under subsection 63(1) of the Act; or
(h) is absent without the consent of the committee from all meetings of the committee held during a period of 3 months.

4.5 Removal of committee members

4.5.1 The Society in General Meeting may by resolution, subject to section 50 of the Act, remove any member of the committee from the office of member of the committee before the expiration of the member's term to office, subject to subrule 5.4.3.

4.6 Committee meetings and quorums

4.6.1 The committee shall meet during the week following the General Meeting at such place and time as the committee may determine.

4.6.2 Additional meetings of the committee may be convened by the President or Vice-President plus one other member of the committee.

4.6.3 Oral or written notice of a meeting of the committee shall be given by the Secretary to each member of the committee at least 48 hours (or such other period as may be unanimously agreed upon by the members of the committee) before the time appointed for the holding of the meeting.

4.6.4 Notice of a meeting under subrule 4.6.3 shall specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at that meeting, except business which the committee members present at the meeting unanimously agree to treat as urgent business.

4.6.5 Notice of meeting under subrule 4.6.2 shall specify the nature of the business to be transacted at that meeting and no business other than that business shall be transacted at that meeting.

4.6.6 Any 4 members of the committee constitute a quorum for the transaction of the business of a meeting of the committee.

4.6.7 No business shall be transacted by the committee unless a quorum is present and if within half an hour after the time appointed for the meeting a quorum is not present the meeting stands adjourned to the same place and at the same hour of the day in the following week.

4.6.8 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting shall be dissolved.

4.6.9 At meetings of the committee:
(a) the President or in the absence of the President, the vice-President shall preside; or
(b) if the President or the vice-President are absent, one of the remaining members of the committee may be chosen by the members to preside.

4.6.10 All members of the committee have equal voting rights. In the event of a tied vote the President or, in his absence, the vice-President shall have a casting vote in addition to a normal vote. A tied vote in the absence of the President or vice-President shall deem the motion to be lost.

4.6.11 Any matter, once decided in committee, shall not be debated in committee for a further period of 12 months unless with the agreement of the President or the vice-President and 1 other committee member.

4.7 Sub-Committees

4.7.1 Sub-committees may come into existence by resolution of the General Meeting or the committee.

4.7.2 Sub-committees shall have a sub-chairperson who shall be elected by resolution of the General Meeting or committee until the next AGM.

4.7.3 The sub-chairperson is responsible for administrating the affairs of the sub-committee.

4.7.4 All members of the sub-committee, including the sub-chairperson, have voting rights on the issues relating to that sub-committee. In addition the Sub-chairperson may exercise a casting vote in the event of a tied vote.

4.7.5 The sub-chairperson is accountable to the General Meeting or committee, depending on which convened the sub-committee, and may be removed by a vote of no confidence passed by the General Meeting subject to subrule 5.4.3.

4.7.6 Sub-committees are financially responsible to the Treasurer.

4.7.7 Sub-committees may be subsidised by general funds with the approval of the General Meeting, subject to a financial report of the Treasurer.

4.7.8 At the direction of the sub-chairperson, the sub-committee may raise funds independently of the general fees, although they are not empowered to act as agents for the Society or its members, and may not incur debts on behalf of the Society or its members, unless specifically authorised to do so in writing by the President or the General Meeting of the Society.

4.7.9 Moneys raised by individual sub-committees will not be considered general funds unless they form part of the Society membership fees.

4.7.10 A sub-committee may, at the discretion of the sub-chairperson, pay through the Treasurer funds into the general funds of the Society for allocation to other expenditure by the General Meeting.

4.7.11 Each sub-chairperson shall present a report of the sub- committee's activities to its appointing body as required by that body with at least one report per year.

4.7.12 Each sub-chairperson shall present a financial statement to the General Meeting, and/or the Treasurer when required.

4.7.13 Sub-committees may only make recommendations. Decisions made by sub-committees are subject to review by the committee before presentation to the General Meeting.

4.8 Special Interest Groups

4.8.1 Special Interest Groups (SIG) may come into existence from time to time by resolution of the General Meeting , the committee or by such members who share a common interest in the activities and issues of that SIG.

4.8.2 SIG's shall have a Convenor who shall appointed by the members of that SIG whose appointment will be ratified by the committee.

4.8.3 The Convenor is responsible for the administering of the affairs of the SIG. The convenor or a person nominated by the convenor, is responsible for presentation of a report at the AGM prior to elections or as directed by the committee and or a General Meeting on the affairs of the SIG.

4.8.4 All members of the SIG have voting rights on the issues relating to that SIG. In the event of a dispute the matter will be referred to the committee for a decision.

4.8.5 Membership of a SIG is open to all members.

4.8.6 Subrules 4.7.5 to 4.7.13 shall be read as applying to SIG's.

5.3 Election of non-committee office bearers

5.3.1 The Chairperson shall be elected at the Annual General Meeting. Should a vacancy occur before the end of the term the committee may appoint a member to fill the vacancy.

5.3.2 The position of Returning Officer will appointed by the Chairperson as deemed necessary from time to time.

5.3.3 The position of Auditor shall be appointed by the committee under the following criteria:
(i) the Auditor shall not be a member of the Society;
(ii) the Auditor shall be person of good standing within the community and shall be a permanent resident of the Territory;

5.3.4 The position of Public Officer shall be appointed by the committee under the following criteria:
(i) the Public Officer need not be a member of the Society but membership of the Society does not disbar the person from holding the office;
(ii) the Public Officer shall be a person of good standing within the community and shall be a permanent resident of the Territory.

5.3.5 The position of Auxiliary Member
(a) may be elected by General Meeting or appointed by committee to assist in the affairs of the committee.
(b) an auxiliary member may speak at committee meetings but has not the right to vote.
(c) an auxiliary member may hold the position until close of business of the AGM or at the pleasure of the committee, whichever comes first.

5.3.6 The position of Chief Librarian
(a) has the same entitlements as an Auxiliary Member as detailed in rule 5.3.5.

5.3.7 The position of Property Member
(a) has the same entitlements as an Auxiliary Member as detailed in rule 5.3.5.

5.4 General

5.4.1 The above responsibilities are not exhaustive.

5.4.2 No person shall hold more than one position on the committee at any one time, except where the member is appointed in a temporary acting position under subrule 5.4.4.

5.4.3 A vote of no confidence can be moved towards any committee member by any member, subject to section 50 of the Act, which shall be passed by a two-thirds majority of members present at the General Meeting.

5.4.4 One month notice in writing is required before resignation from the committee or sub-committee where practicable. Where this notice is not possible, a member of the committee, in the first instance, shall be appointed by the President, or where the President has resigned the vice-President, to act in that office until that office can be filled under subrule 4.2.4.

5.4.5 Any act or thing or suffered, or purporting to have been done or suffered, by the committee or sub-committee appointed by the General Meeting or committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee or sub-committee.

6.0 GENERAL AND ANNUAL GENERAL MEETINGS

6.1 Annual General Meeting, holding of

6.1.1 The Annual General Meeting shall be deemed to be the General Meeting held in the month of April to be held at a time and place as decided by the committee.

6.2 Annual General Meeting, calling of and business at

6.2.1 The Annual General Meeting of the Society shall, subject to the Act, be convened under subrule 6.1.1.

6.2.2 In addition to any other business that may be transacted at an AGM, the business of an AGM shall be:
(a) to confirm the minutes of the last AGM and of the preceding General Meeting;
(b) to receive from the committee reports on the activities of the Society during the last preceding financial year;
(c) to elect members of the committee, including office bearers; and
(d) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73(1) of the Act.

6.2.3 An Annual General Meeting shall be specified as such in the notice convening it in accordance with rule 6.8.

6.2.4 An Annual General Meeting shall be conducted in accordance with the provisions of rule 6.0.

5.0 OFFICE BEARERS and NON-COMMITTEE OFFICE BEARERS

5.1 Office Bearers

5.1.1 PRESIDENT
(a) Liaison Officer;
(b) activities organiser;
(c) spokesperson for the Society;
(d) ex-officio member of all sub-committees and SIGs;
(e) administration of the committee.

5.1.2 VICE-PRESIDENT
(a) Liaison Officer;
(b) activities organiser;
(c) spokesperson for the Society;
(d) ex-officio member of all sub-committees and SIGs;
(e) administration of the sub-committees and SIGs.

5.1.3 SECRETARY

The Secretary of the Society shall:
(a) as soon as practicable after being appointed as secretary, notify the Society of his or her address;
(b) keep minutes of:
(i) all elections and appointments of office bearers and ordinary committee members;
(ii) the names of members of the committee present at committee meetings or a general meeting;
(iii) all proceedings at committee meetings and general meetings;
(c) have custody of all records of the society subject to rule 9.2;
(d) maintain a list of all sub-chairpersons and members of sub-committees;
(e) the Secretary shall maintain a list of all convenors of SIGs;
(f) be responsible for maintaining records of both incoming and outgoing correspondence;
(g) where directed act as liaison officer;
(h) be responsible for the Agenda for the Society's General Meetings and committee meetings.

5.1.4 TREASURER
(a) the Treasurer of the Society shall:
(i) collect and receive all moneys due to the Society and make payments authorised by the Society;
(ii) keep correct accounts and records (electronic and/or books) showing the financial affairs of the Society with full details of all income and expenditure of the Society;
(b) be responsible for the preparation of the budget;
(c) be responsible for preparation of financial reports;
(d) keep an Assets Register.

5.1.5 MEMBERSHIP SECRETARY
(a) keeping a register of the membership of the Society;
(b) administration of membership records;
(c) provide monthly membership numbers and fees to the Treasurer;
(d) issuing of membership identification cards.

5.1.6 ORDINARY MEMBERS OF THE COMMITTEE (3)
Providing assistance as determined by the committee.

5.1.7 EDITOR
(a) Chairperson of the Newsletter sub-committee;
(b) is responsible to the Treasurer for the issuing of advertising invoices and recording of payments thereof. Money received shall be handed to the Treasurer as soon as practicable.
(c) keeping of back issues of the newsletter.

5.2 Non-committee Office Bearers

5.2.1 CHAIRPERSON
(a) Chair of General Meetings;
(b) interpretation of Constitution;
(c) overseeing of Returning Officer.

5.2.2 RETURNING OFFICER
(a) overseeing election procedures;
(b) collecting nominations;
(c) distribution and collection of ballot papers;
(d) counting of votes;
(e) announcing results of elections.

5.2.3 AUDITOR
(a) Auditing the financial records of the Society.

5.2.4 PUBLIC OFFICER
(a) Liaison Officer with legal and governmental instrumentalities;
(b) with authorisation of the committee act as Liaison Officer with general public;
(c) act as publicity officer for the Society.

5.2.5 AUXILIARY MEMBERS
(a) Assist in the affairs of the Society as determined by the committee.

5.2.6 CHIEF LIBRARIAN
(a) Chair person of the library sub committee,
(b) Responsible to the committee for maintenance of the PD library and expenditure of authorized

5.2.7 PROPERTY MEMBER
(a) Is responsible for maintaining the Assets register, and
(b) accountable to the Treasurer for the assets register.

6.3 General Meetings, calling of

6.3.1 The committee may whenever it thinks fit, convene a general meeting of the Society.

6.3.2 General Meetings shall be at least every second month from the AGM.

6.3.3 The committee shall, on the requisition of not less than 5 per cent of the total members of the Society, convene a general meeting.

6.3.4 A requisition for a general meeting:
(a) shall state the purpose or purposes of the meeting;
(b) shall be signed by the members making the requisition;
(c) shall be lodged with the Secretary; and
(d) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.

6.3.5 If the committee fails to convene a general meeting within one month after the date on which the requisition is lodged with the Secretary, any one or more of the members who made the requisition may convene a meeting to be held not later than 3 months after that date.

6.3.6 A general meeting convened by a member or members under subrule 6.3.5 shall be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

6.4 Notices

6.4.1 Except where the nature of the business proposed to dealt with at a general meeting requires a special resolution of the Society, the Secretary shall, within 14 days before the date fixed for the holding of the General Meeting, cause to sent by pre-paid post or as decided under subrule 2.3(d), to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the general nature of the business to be transacted.

6.4.2 Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Society, the Secretary shall, within 21 days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided under subrule 6.4.1 specifying, in addition to the matters required under that subrule, the intention to propose the resolution as a special resolution.

6.4.3 No business other than that specified in the notice convening a general meeting shall be transacted at the meeting except, in the case of an AGM, business which may be transacted pursuant to subrule 6.2.2.

6.4.4 A member desiring to bring any business before a general meeting may give notice in writing of that business to the Secretary who shall include that notice from the member in the Agenda for the meeting. This subrule does not disbar any member bringing matters forward, time permitting, under General Business.

6.5 General Meetings, procedure and quorum

6.5.1 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time the meeting is considering that item.

6.5.2 A quorum for a general meeting shall be at least 20 per cent of all current members of the Society excluding members who are BBS members only.

6.5.3 In the event of a quorum not being present the formal business of the General Meeting shall be suspended for one half hour. If a quorum is not formed within that time, the meeting shall be abandoned and proceed to informal discussion. Notices of motion and other matters on the agenda remaining shall be transferred to the agenda for the next general meeting.

6.6 Presiding member

6.6.1 The Chairperson, or in the absence of the Chairperson, the President, or in the absence of the President, the vice-President, shall preside at each general meeting of the Society.

6.6.2 If the Chairperson, the President and the vice-President are absent from the general meeting, the members present shall elect one of their number to preside at the meeting.

6.7 Adjournment

6.7.1 The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of the members present, adjourn the meeting from time to time and place to place;
(a) Subject to subrule 6.7.1(c) no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place;

(b) If a general meeting is adjourned to the next general meeting the adjourned business shall take precedence over all other general business.

6.7.2 Notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

6.7.3 Subrule 6.5.2 applies to an adjourned general meeting.

6.8 Making of decisions

6.8.1 A question arising at a general meeting of the Society shall be determined on a show of hands and unless a poll is demanded, a declaration by the person presiding that the resolution, on a show of hands, has been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Society, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

6.8.2 At a general meeting of the Society, a poll may be called for by the person presiding or by not less than 3 members present.

6.8.3 Where a poll is demanded at a general meeting, the poll shall be taken immediately.

6.8.4 A poll shall be taken by the person presiding appointing one member from each of the ayes and noes to count the show of hands of the members voting.

6.8.5 The person presiding or any 3 voting members present may dissent from the poll and call for a division which must be taken immediately.

6.8.6 The resolution of the poll or the division shall be deemed to be the resolution of the meeting on that matter.

6.9 Voting

6.9.1 Voting rights at general meetings shall be open only to financial members of the Society.

6.9.2 Subject to subrule 6.9.3, upon any question arising at a general meeting of the Society a member has one vote only.

6.9.3 In the case of an equality of votes on a question at a general meeting, the person presiding is entitled to exercise a second or casting vote.

6.9.4 All votes shall be given personally or by proxy but no member may hold more than 5 proxies.

6.9.5 A member or proxy is not entitled to vote at any general meeting of the Society unless all money due and payable by the member or proxy to the Society has been paid.

6.10 Appointment of proxies

6.10.1 Each member shall be entitled to appoint another member as proxy by notice given to the Secretary no later than 30 minutes before the time of the meeting in respect of which the proxy is appointed.

6.10.2 The notice appointing the proxy shall be in the form of a letter giving the details of the person giving the proxy and the person authorized to exercise that proxy.

6.11 General

6.11.1 Unless a majority of members present agree:
(a) General Meetings shall not proceed past 10 pm;
(b) An AGM shall not proceed past 11 pm.

6.11.2 Subject to subrule 6.11.1 any matters not resolved shall take precedence over other general business at the next general meeting.

7.0 FINANCIAL MATTERS

7.1 Financial Responsibility

7.1.1 Financial and legal responsibility of the Society shall rest with the General Meeting.

7.1.2 The Treasurer shall give a financial report at every second meeting from the general meeting adopting the budget.

7.1.3 Funds expended for other than budgeted items must be approved by the General Meeting, subject to subrule 7.2.3.

7.1.4 The committee shall operate an account in the name of the Society with a suitable financial institution, to be maintained by the Treasurer.

7.1.5 Receipts, where practicable, shall be issued for all funds received by the Society. The issue of membership identification cards by the Membership Secretary shall be deemed a receipt for the payment of membership fees.

7.1.6 All funds received for Society purposes shall be deposited into the Society's financial account as soon as practicable.

7.1.7 The Treasurer and either the President, vice-President or Secretary shall authorise all payments out of the Society's funds.

7.2 Expenditure and Income

7.2.1 No general meeting shall entertain any resolution involving expenditure, or income, unless at least 14 days notice has been given under sub-rule 2.3(d).

7.2.2 Nothing in sub-rule 7.2.1 shall prevent amendments being made to any financial motion initially moved in accordance with that sub-rule.

7.2.3 The President, or in the absence of the President the vice-President, can authorise an amount determined by the general meeting from time to time, for non-budgeted items without deferring to the next general meeting.

7.2.4 No individual, member or non-member may incur any debt on behalf of, or represent himself/herself as an agent of the Society, committee or any of its sub-committees unless specifically authorised to do so in writing by the Secretary on instructions of the President or a general meeting.

7.3 Budget and financial reporting

7.3.1 "financial year" means the year ending the last day of February.

7.3.2 The annual budget of the Society shall be presented by the Treasurer incumbent at the General Meeting following the AGM.

7.3.3 Responsibility for the preparation of the budget shall rest with the Treasurer acting in consultation with the committee.

7.3.4 Preparation of the budget shall be completed at a committee meeting held not less than one week before the general meeting at which it will be presented for members' approval.

7.3.5 The budget so prepared must be presented to the General Meeting following 2 months after the AGM for the Society's amendment and approval.

7.3.6 Once approved by the General Meeting, the budget is authorisation to the committee to spend the budgeted amounts as specified.

7.3.7 The Annual Financial Report of the Society together with the Auditor's Statement shall be presented to the AGM by the retiring Treasurer.

7.3.8 The Treasurer shall include a report of the non-financial assets of the Society as reported by the committee, sub-committees and SIGs, in the Annual Financial Report.

7.4 Audit

7.4.1 An independent Auditor shall be appointed by the AGM.

7.4.2 The retiring Treasurer shall be responsible for preparing accounts and reports for the Auditor, and final annual report presentation.

7.4.3 The Auditor shall be responsible for auditing the financial records of the Society.

7.4.4 The Auditor shall be remunerated as authorised by the committee.

8.0 Changes to this constitution

8.1.1 This constitution may be changed from time to time by a resolution of a two-thirds majority of the members voting at a general meeting of the Society.

8.1.2 Notice of motion to change this constitution must be given at a general meeting at which it is to be resolved, and with the notification conditions applying in subrule 2.3(c).

8.1.3 Details of the constitutional changes, together with an explanation of the argument for and against and invitations to comment, shall be mailed to all members at least one month before the meeting at which it will be resolved.

8.1.4 Changes to the constitution shall be interpreted by the Chairperson subject to the authority of the General Meeting and the Act.

9.0 RECORDS

9.1 Records to be kept

9.1.1 The committee shall keep at least the following records:
(a) minutes of general meetings and committee meetings;
(b) financial records;
(d) list of sub-committees, sub-chairpersons and members;
(e) list of SIGs, convenors and members;
(f) this constitution;
(g) assets record;
(h) committee membership; and
(i) society membership.

9.1.2 These records shall be available for inspection by members upon request. Personal membership details will be made available only to the requesting member if that member is the person requesting information.

9.2 Custody of books

9.2.1 Subject to the Act, the Regulations and these rules, the Secretary shall keep in his or her control all records, copies of financial records and membership list, and other documents relating to the Society.

9.2.2 The Treasurer shall keep in custody the financial records of the Society. Duplicate hardcopy records shall be kept by the Secretary under subrule 9.2.1.

9.2.3 The Membership Secretary shall keep in custody the original register of the membership of the Society. Duplicate hardcopy records shall be kept by the Secretary under subrule 9.2.1.

10.0 MISCELLANEOUS

10.1 Common Seal

10.1.1 The common seal of the Society shall be kept in the custody of the Secretary.

10.1.2 The common seal shall not be affixed to any instrument except by the authority of the committee and the affixing of the common seal shall be attested by the signatures either of 2 members of the committee or of one member of the committee and of the Secretary.

10.2 Service of notices

10.2.1 For the purposes of these rules, a notice may be served by or on behalf the Society upon any member at the member's address shown in the register of members.

10.2.2 Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

10.3 Rules of debate

10.3.1 A general meeting shall be chaired according to Joske's Standing Orders, together with any amendments adopted from time to time by a general meeting.

11.0 WINDING UP OF THE SOCIETY

11.1 A decision to disband the Society may only be taken at the AGM, after notice under subrule 2.3(d) to all members, subject to subrule 7.2.1.

11.2 If a motion under 11.1 is successful the meeting shall appoint an independent arbitrator to effect the disbandment and distribution of the Society's assets.

11.3 The Society shall pass a special resolution nominating:
(a) another association or society for the purpose of paragraph 92(1)(a) of the Act; or
(b) a fund, authority or institution for the purpose of paragraph 92(2)(b) of the Act,
in which it is to vest its surplus property in the event of the dissolution or winding up of the Society.

11.4 An association or society nominated under subrule 11.3(a) must fulfil the requirements specified in subsection 92(2) of the Act.